



## **Job Description**

### **Fundraising and Partnerships Officer**

**Salary:** £25,000 - £30,000 FTE dependent on skills and experience.

**Location:** Clapham Common, SW4

Full time (part-time considered for the right candidate)

Additional benefits include 10% non-contributory pension, 25 days holiday, bank holidays, plus 3 further discretionary days between Christmas and New Year when the office normally closes (pro-rata if part-time). Flexible annual leave available.

## **Introduction**

The Money Charity is the only UK charity which aims to help anyone of any age to manage their money. We provide financial education, information and advice to young people and adults. We also work with the financial services industry to improve practice and outcomes for their customers and to inform and influence policymakers, the media and the public.

We are looking for a fundraiser who brings a demonstrable track record of working on successful fund-raising projects. Ideally has been involved in developing proposals for support from corporates, charitable trusts and major donors, including developing and presenting project plans and budgets.

The role is pivotal to the income generation activities of the charity. Reporting to the Chief Executive, you will have the opportunity to work closely with the senior management team, and the charity's communications and operations staff.

This is a great opportunity for a professional who believes that fundraising is about facilitating change and empowering people to make a difference to their own lives and future generations.

## **Role Description**

The post holder has a key role to play in supporting the charity to meet its strategic objectives. To continue to implement and integrate a fundraising strategy to significantly increase income. To work with the senior management team (SMT) to engage new and existing funders, so enabling The Money Charity ('TMC') to continue to make a real difference to the lives of young people and adults.

## **Principal Tasks and accountabilities**

- To develop and implement the charity's fundraising, in support of the SMT, contributing to the efforts to ensure TMC undertakes the most appropriate fundraising activities to maximise income.
- To work with colleagues to package projects for different fundraising audiences, undertaking appropriate research, and preparing draft proposals to a brief for approval by senior management.
- To develop relationships with trusts, foundations, companies considering or undertaking partnership support activities, major donors and other funding bodies to grow income, demonstrating the impact of the donor's funding, or the impact their funding will have. This will include:
  - Identifying funding opportunities for TMC and responding with appropriate high quality proposals and applications.
  - Creating funding opportunities for TMC through stimulating interest in supporting the charity, and generating support from these opportunities.
  - Supporting the SMT in building TMC's relationships with supporters, including timely updates and reporting.
  - Working with colleagues to ensure they understand and deliver on funder requirements and reports where required.
  - Identifying and providing proposals for re-activating TMC's relationships with lapsed supporters where opportunities arise.
- To help create a donor-centric culture whereby all staff understand different donor journeys and proactively look for ways to maximise loyalty and value.
- To support the Trustees and SMT in their roles as fundraisers for TMC, ensuring they are confident and best placed to actively manage their fundraising potential.
- To manage fundraising expenditure to an agreed budget, ensuring value for money and good return on investment.
- To support the marketing strategy, developing fundraising language and messaging for TMC, demonstrating impact and advising on differentiating the work of the charity from other organisations working in a similar field.
- To work with the Policy and Communications Officer to develop and manage fundraising publicity under SMT guidance, and TMC's fundraising-focused public relations, ensuring that these complement The Money Charity's strategic direction.
- To develop and deliver compelling presentations on all aspects of TMC's work, suitable for a number of audiences.

## **General**

- To contribute to the overall development of TMC and participate in initiatives or project working groups as required.
- To be willing to contribute to the achievement of TMC's strategic goals outside of the main responsibilities of the post where appropriate and beneficial.
- The list of duties in this job description is not intended to be complete but is expected to act as a guide to main areas of key responsibilities.

## **Applicant requirements**

### *Essential:*

- Track record of work in fundraising with a charity, involving two or more income streams including Trusts and Foundations, companies, major donors or statutory sources
- Demonstrable evidence of work on fund-raising proposals
- Ability to continue to implement fund-raising strategy and recommend effective plans to achieve this
- Proven communication skills including confidence at public speaking with the ability to enthuse and motivate
- Excellent written skills, including the ability to compose, edit and proof read
- Good organisational skills with impressive attention to detail and ability to maintain accuracy under pressure
- Ability to create and present project budgets
- Understanding of how to attract positive PR
- Highly motivated and pro-active, able to manage own workload effectively and work under pressure
- Ability to work effectively with a team
- Educated to degree level.

### *Desirable-*

- Relevant professional qualification, accredited by the IOF or CIM
- Experience of setting and monitoring income and expenditure budgets
- Experience of managing databases
- Ability to deal with senior level contacts both internally and externally
- Excellent financial management skills including the ability to maintain accurate spreadsheets

## **Application details**

**Closing date: Friday 4<sup>th</sup> May**

Interviews: Date TBC.

Please email a CV and covering letter explaining how you are suitable for this role, in particular how you meet the essential & desirable requirements and why you want this role. Please indicate preference for full-or part-time. Send to:

**[jobs@themoneycharity.org.uk](mailto:jobs@themoneycharity.org.uk)**

Due to the high number of expected applicants we will not be able to contact those who we do not shortlist.